

**OFFICE OF CONTRACT MANAGEMENT
REQUIRED ADMINISTRATIVE SUBMISSIONS FOR 2005**

**YOUTH DEVELOPMENT/DELINQUENCY PREVENTION (YDDP),
SPECIAL DELINQUENCY PREVENTION (SDPP), AND YOUTH VIOLENCE,
GANG PREVENTION/INTERVENTION AND COLLABORATION**

I. Submissions to Contract Management (OCM)

**Follow the schedule below for Statistical/Narrative Quarterly
& Board Minutes Reports.**

(Quarterly reports can be downloaded from the Youth Board's website)

<u>Period</u>	<u>Materials</u>	<u>Due Date</u>
January-March	- Board Minutes - Statistical/Narrative	April 15
April-June	- Board Minutes - Statistical/Narrative	July 15
July-September	- Board Minutes - Statistical/Narrative	October 14
October-December	- Board Minutes - Statistical/ Annual Narrative	January 13, 2006
- Requests for Program/Staff Schedules generally occur three times per year. Whenever there are significant staff, program, and/or time changes, agency is responsible for submitting a revised schedule.		

II. Submission to Office of Fiscal Management (OFM)

- **Claims** are due on a monthly basis, by the 10th of the ensuing month. Agencies with contracts *less than \$50,000.00 can submit claims on a quarterly basis.*